

#### Administration Section Written Test Questions

1. The software used by the administration to manage petty cash when you want to make financial reports is \_\_\_\_
  - a. Microsoft Office Access
  - b. Microsoft Office Word
  - c. Microsoft Office Tools
  - d. Microsoft Office Excel
  - e. Microsoft Office PowerPoint
2. Office machines that function to duplicate documents with the best results in large quantities are \_\_\_\_
  - a. Scanner
  - b. Mimeograph
  - c. Risograph
  - d. Offset machine
  - e. Photocopy machine
3. Office furniture that serves to store file folders measuring about 25 x 35 cm, this furniture has 4 drawers called \_\_\_\_
  - a. locker
  - b. Filing cabinet
  - c. Display cabinet
  - d. Cupboard
  - e. card drawer
4. A copier is one of the tools used to duplicate documents. The first step to use it is to press the ON/OFF button. Then the next step is\_\_\_\_
  - a. Pressing the numeric button
  - b. Pressing the exposure button
  - c. Press the start button
  - d. Press the off button
  - e. Putting the document on the glass
5. Based on the source, production data, employee data, and financial data are data that describe the condition of the organization. These data are data\_\_\_\_

# Sample Office Administration Written Test Questions

**Elizabeth D. Johnson**



**Sample Office Administration Written Test Questions:**

## **Sample Office Administration Written Test Questions** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Sample Office Administration Written Test Questions**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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